

25X1A

## REGULATION

LOGISTICS  
1954

25X1A

## SUPPLY

## OPERATIONAL SUPPLY ROOM

## CONTENTS

	Page
GENERAL.....	
SCOPE.....	
POLICY.....	
PERMANENT ISSUE.....	
TEMPORARY ISSUE.....	
STERILE ITEMS.....	

## 1. GENERAL

This Regulation prescribes the establishment of an Operational Supply Room within headquarters for the purpose of providing certain operational material to headquarters personnel in a convenient and expeditious manner.

## 2. SCOPE

The Operational Supply Room shall issue material which is not available from Building Supply Officers, when time is a primary factor and normal requisitioning will not suffice. Such issues shall be strictly limited to:

- a. Material temporarily required by headquarters personnel, for local (departmental area) use, or when visiting the field on temporary duty.
- b. Material required to be taken to the field in the possession of individuals departing on permanent change-of-station orders.
- c. Material to be forwarded to the field for an individual departing on permanent change-of-station orders.

Material stocked by or issued through the Operational Supply Room shall be specifically limited to that included in a list published periodically by the Logistics Office. Items appearing on this list shall be based on experience, anticipated requirements, and available storage space.

## 3. POLICY

The Operational Supply Room shall be under the jurisdiction and control of the Chief of Logistics. No other headquarters element shall establish a supply activity serving this purpose. Any such activity now in existence shall be immediately discontinued and material on hand shall be returned to the Logistics Office.

~~SECRET~~

25X1A

REGULATION

LOGISTICS  
1954

4. PERMANENT ISSUE

- a. Operational equipment required for a period in excess of 90 days shall be issued on a permanent basis, and transfer of accountability shall be effected.
- b. The requesting component shall submit the original and 1 copy of Form No. 36-262 (Requisition and Shipping Instructions for Supplies and Equipment) or Form No. 36-125 (Requisition for Supplies, Equip. or Services), to the Operational Supply Room. The Requisition shall bear, among other things, the signature of the Chief of the requesting Division or his authorized designee, as Approving Officer, and the appropriate allotment account charge number.
- c. At the time of issue, the Operational Supply Room shall obtain the signature of the individual to whom issue is made, on the "Receipt" portion of the Requisition form.

5. TEMPORARY ISSUE

- a. Operational material required for a period of less than 90 days, or for an otherwise specified period of temporary duty, shall be issued on a loan basis, and shall be returned to the Operational Supply Room prior to the expiration date of either of the above periods.
- b. The requisitioning component shall submit Form 36-7 (Requisition for Supplies, Equipment or Service), in duplicate, to the Operational Supply Room. This Requisition shall bear, among other things, the signature of the Chief of the requesting Division, or his authorized designee, as approving official.
- c. At the time of issue the Operational Supply Room shall obtain the signature of the individual to whom issue is made, on the "Receipt" portion of the Requisition form.
- ~~d. Pecuniary responsibility for material issued on a temporary basis and the return of the material within the specified time of loan is the responsibility of the individual to whom issue is made.~~
- e. The Chief of the Division or his authorized designee approving a temporary issue of equipment is responsible for ensuring its return to the Operational Supply Room or submission of a Survey Report, Form No. 36-18, when required.

~~SECRET~~

~~SECRET~~

25X1A

REGULATION

LOGISTICS  
1954

25X1A

6. STERILE ITEMS

Sterile items being returned to the Operational Supply Room will have a tag attached indicating sterility classification. In the event the original sterility has been compromised the tag shall indicate the users recommended sterility reclassification.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/

L. K. WHITE  
Acting Deputy Director  
(Administration)

DISTRIBUTION: A  
2B (LOGISTICS)  
4B